



## COMMONWEALTH of VIRGINIA

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COMPTROLLER

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February 29, 2008

### **MEMORANDUM**

**TO:** Fiscal Officers of State Agencies and Institutions  
Attention Supervisors of Accounts Payable, Student Aid Accounting, Student Affairs and Student Financial Services

**FROM:** Robert D. Eddleton, Assistant Director, Financial Reporting

**SUBJECT:** Calendar Year/Tax Year 2007 Information Returns Compliance Survey

This memorandum solicits your support in completing the attached survey. Please forward to the persons responsible for the preparation of IRS Forms 1099, W-2G (not W-2), 1042-S, 1098-E and the 1098-T. Please complete the attached electronic survey and return it as an e-mail attachment to [Nick.Whitby@doa.virginia.gov](mailto:Nick.Whitby@doa.virginia.gov) by March 20, 2008. Also see the instructions for completion of the survey.

Survey results will be compared with the results from last year, and used to identify statewide compliance issues. A summary of the results will be published in the March 31, 2008 edition of the **Comptroller's Report on Statewide Financial Management and Compliance** (*the Quarterly Report*).

Please respond timely and provide all necessary information or your agency may be cited for the missing information in *the Quarterly Report*. If you have questions, or need additional time to complete the survey, please contact Nick Whitby at (804) 371-7808.

RDE/nw  
Attachments